

**The Town of Cheektowaga is seeking applicants for the position of  
Secretary of the Cheektowaga Traffic Safety Commission**

Ideal candidates include transportation engineers, transportation planners, NYS DOT or police officers to be a part of the. Transportation experience is a must.

Desired qualifications include:

- A working knowledge of the MUTCD (Manual on Uniform Traffic Control Devices).
- A working knowledge of the Town Code and be able to apply to practical situations.
- General computer use skills, relating to word documents and emailing.
- Access to and regularly use/check email.
- The ability to conduct public meetings and communicate effectively with the forum and board members accordingly.
- Ability to attend monthly meetings.
- Accountable for maintaining and distributing meeting minutes.
- Ability to report any project recommendations to the Town Planner.

The incumbent receives \$184.16 per meeting.

Please send a resume detailing knowledge and experience related to the Desired Qualifications to:

Karen Marchese  
Coordinator of Employee Relations  
Cheektowaga Town Hall  
3301 Broadway  
Cheektowaga NY 14227

Applications must be received by January 19, 2018.